D0Race: Communication & Documentation

- **Ursula Bassler -** **Recommendations of the Video Task Force (10')**

- **Vivan O'Dell   -** **VRVS: install it, use it, enjoy it! (15')**

- **Sharon Hagopian -** **The Mechanics of Meetings (10')**

- **Mark Soseb̶e̶s̶ ̶-̶ ̶A̶u̶t̶o̶m̶a̶t̶ic Meeting Organisation** Canceled

- **Heidi Schellman -** **Meeting-Mechanics at CERN (10')**

Video Task Force

- goal:
  - understand current problems with videoconferencing at D0
  - survey of different systems (ISDN, IP, VRVS)
  - recommendations for improvement of videoconferencing at D0

- initiated end of November, finale report End of January: http://www2.physics.umd.edu/~eno/junk/

- members: Ursula Bassler, **Sarah Eno**, Ron Lipton, Tom Marshall, Gordon Watts

Recommendations

- **Meeting habits:**

  - **Post transparencies on the web prior to the meeting!!!!**

    ⇒   Achieving system for agendas/transparencies
    - General "Welcome" at the beginning of the meeting to identify who is connected
    - Proper use of microphones: use headsets when available, don't put mikes close to Fans,
    - Font-size 22-24
    - Fixed focus camera setting, use of laser pointers
    - Off-side camera control? (personal question)

Recommendations

- **Technical Aspects:**

  - Test setup for simultaneous transmission of ISDN and VRVS (IP-based) in the 9th circle

  - rooms should all be equipped with laptop projectors and document cameras (f.ex. Toshiba for $4400)

  - replace obsolete equipment in the FarSide

  - buy only "quiet" transparencies projectors

  - headsets for speakers (or at least lapel mikes)

  - multiple mikes for the 9th circle

  - 3 scanners at D0 (for people handwriting transparencies)

Recommendations

●**Rooms:**

• remove AC from the windows in the FarSide and 9th circle

• stiffen floor under the transparency table

• clean-up the room (cable routing, tables)

• separate lighting in the screen area

• extend Dog-house in Tata-Area

Recommendations

- **Man-power:**

  → • FNAL-technician assigned to be responsible for the video equipment

  • Short "training course" for convenors

  • permanent committee to survey video quality at D0 and developments in the technical field

  • know how to contact Sheila Cisko and Tom Marshall in case of problems

New D0-Meeting overview

- provided by Florida State

- "crude" way to link web-pages possible

- better: interface with Mike Sosebee's meeting scheduler

very nice short-term improvement!

CERN Document Server

● provides archiving system, meeting scheduler and search facilities

for more information

see http://cds.cern.ch/

CERN Document Server

example:
implementation by the LHCb Collaboration
http://lhcb.web.cern.ch/lhcb/

special goody: automatic translation of various formats (ppt->pdf->ps)!!!!

Tasks

Videoconferencing: VRVS

$\Rightarrow$ install test facility to use VRVS in parallel with ISDN

$\Rightarrow$ possible to use VRVS only with the polycom systems:
    IP-addresses of the 9th circle: 131.225.224.118
                        the doghouse 131.225.224.154

$\Rightarrow$ advertise information on Setup and how to use VRVS

$\Rightarrow$ get feed-back and put together recommendations on hardware for individual users (cameras, headsets, mikes…)

$\Rightarrow$**has someone a good working setup for LINUX?**

Documentation:

$\Rightarrow$ implement Mike Sosebee's document loader

$\Rightarrow$ **possiblity to get CERN documenting system?**